



**Court Services and Offender Supervision Agency
for the District of Columbia**

POLICY STATEMENT

Policy Statement 4014

Policy Area: Supervision

Effective Date: **JAN 30 2004**

Approved: *Paul A. Quander, Jr.*
Paul A. Quander, Jr., Director

OFFENDER IDENTIFICATION CARDS

I. COVERAGE

This Policy Statement establishes procedures for the Court Services and Offender Supervision Agency ("CSOSA") staff who supervise offenders. CSOSA staff with specific responsibilities under these procedures include Community Supervision Services (CSS) staff, in particular, Community Supervision Officers ("CSOs") and their supervisors and Data Management Group ("DMG") staff and their supervisors.

II. BACKGROUND

Many offenders who are released after an extended period of incarceration are without valid government-issued identification or the necessary, vital documents, such as Social Security cards or birth certificates. These documents are required in order to obtain a Non-Driver's Identification Card (DMV ID Card) from the District of Columbia Department of Motor Vehicles (DMV). Many offenders seeking employment, housing and other related necessities have great difficulty due to their inability to produce valid identification. In some instances, offenders with necessary documentation to obtain a government-issued Operator's Permit or DMV ID Card are unsuccessful due to holds placed by the Child Support Enforcement Division as a result of outstanding child support payments (Operator's Permit only). In other instances, offenders with outstanding debts for traffic and parking violations or dishonored checks find it difficult to obtain both the Operator's Permits and DMV ID Cards. Offenders are often impeded from obtaining the required documents to obtain a government-issued identification due to lack of funds to cover the fees associated with the procurement of these vital documents or identification.

On July 10, 2003, CSOSA and DMV executed a Memorandum of Understanding (MOU) that makes DMV ID Cards more accessible to offenders on parole or supervised release who have been released after at least a one-year period of incarceration and are in need of identification. DMV has advised CSOSA that Child Support Enforcement holds are no longer applied against any persons, including CSOSA-referred offenders, seeking DMV ID Cards. Additionally, DMV no longer requires persons seeking DMV ID Cards to pay their delinquent tickets prior to issuance of the Cards. In order to obtain an Operator's Permit, any applicant, including offenders, must still meet all DMV requirements related to the removal of Child Support Enforcement and parking or traffic ticket holds.

III. POLICY

CSOSA staff covered by this Policy Statement shall provide the necessary instruction and documentation to offenders seeking a DMV ID Card pursuant to and in accordance with the MOU.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Statutory Authority

D.C. Official Code § 24-133(b)(2)(E) and (c)(4); 111 Stat. 748, Pub. L. 105-33, § 11233, August 5, 1997.

B. Supersedures

None.

C. Procedural References

None.

D. Attachments

Appendix A. General Procedures

Appendix B. Instructions for Obtaining a DMV Non-Driver's Identification Card

APPENDIX A GENERAL PROCEDURES

- A. Eligibility Requirements for Offenders Seeking DMV ID Cards
 - 1. In order to be eligible to obtain a DMV ID Card pursuant to the Memorandum of Understanding between the DMV and CSOSA (MOU), an offender must have been placed on parole or supervised release following at least a one-year period of incarceration.
 - 2. Offenders must also be able to pay a \$20.00 DMV ID Card processing fee for the issuance of the identification.
- B. DMV ID Card Referral Process
 - 1. For offenders requesting assistance in obtaining a DMV ID Card, the CSO shall request a copy of a birth certificate and Social Security Card from the offender and instruct the offender to provide these documents to the DMV Service Center as a part of the application process. If the offender does not have a Social Security Card and/or a birth certificate, DMV will accept a CSOSA Verification Letter (see Appendix C) in lieu of these documents. The CSO also shall provide the offender with a copy of the Instructions for Obtaining a Non-Driver Identification (see Appendix B).
 - 2. The CSO shall provide the offender with a copy of the Instructions for Obtaining a DMV Non-Driver's Identification Card (see Appendix B). The CSO shall review the Instructions for Obtaining a DMV Non-Driver's Identification Card form with the offender and emphasize the following points:
 - a. Outstanding child support payments will not prevent the offender from obtaining a DMV ID Card.
 - b. The offender is not required to pay any outstanding parking and traffic tickets before receiving a DMV ID Card.
 - c. If the offender has multiple Social Security Numbers, or if the Social Security Number provided in CSOSA's verification letter to DMV does not match the Social Security Number DMV retrieves from the Social Security Administration database, then DMV may reject the offender's application for the DMV ID Card.

3. Upon receiving a request for assistance in obtaining a DMV ID Card, the CSO shall make an electronic referral in CSOSA's Supervision and Management Automated Record Tracking (SMART) system for the offender to obtain a CSOSA Verification Letter. At this time, the CSO shall verify the accuracy of the offender's information in SMART and ensure that the name, date of birth, Social Security Number, address, height, weight, eyes, hair, and photograph are in SMART. Upon verification, the CSO shall provide a hard copy of the referral form to the offender for the CSOSA Verification Letter.
4. The CSO shall instruct the offender to take the referral form for the CSOSA Verification Letter to the Data Management Group (DMG), pursuant to the Instructions for Obtaining a DMV Non-Driver's Identification Card.
5. When the offender reports to DMG, DMG staff shall verify that the offender's photograph in SMART matches the person before them and take the offender's referral form for verification that the offender did report to DMG.
6. DMG staff shall provide the offender with an official CSOSA Verification Letter from the SMART database, which will include a color picture of the offender, the electronic signature of the Associate Director of Community Supervision Services and a raised CSOSA seal. DMG staff shall give the letter to the offender, along with a DMV ID card application.
7. DMG staff shall assist the offender, if needed, in completing the DMV ID card application.

C. DMG and CSO Follow-up Information

1. For any outstanding issues or questions regarding offender application for a DMV ID Card, the DMG staff and CSOs shall seek guidance from CSOSA's designated agency liaison for this matter, the Executive Assistant for Administration for Community Supervision Services.
2. DMG staff and CSOs will be notified promptly of any change in the partnership terms between CSOSA and DMV.
3. CSOs shall verify with the offender whether he/she received a DMV ID Card. If the offender received a DMV ID card, the CSO shall enter the issue date into the SMART database. If DMV refused to issue the offender a DMV ID Card, the CSO shall enter the date and reason denied into SMART. The CSO shall work with the offender to

resolve any issues related to DMV's denial of the offender's application for a DMV ID Card.

APPENDIX B

(On CSOSA Letterhead)

Instructions for Obtaining a DMV Non-Driver's Identification Card *(These procedures **do not** cover application for a driver's license.)*

If you are on supervised release or under parole supervision, after having been incarcerated for at least one year, and do not have official personal identification, you may be able to obtain a Non-Driver's Identification Card from the D.C. Department of Motor Vehicles (DMV) with Court Services and Offender Supervision Agency's (CSOSA) assistance. To obtain a Non-Driver's Identification Card:

1. Contact your Community Supervision Officer (CSO) and let him or her know that you need to obtain a Non-Driver's Identification Card.
2. The CSO will give you a date to report to CSOSA and pick up a letter to give to the DMV. (If you have your Social Security Card and/or birth certificate, please provide your CSO with a copy at this time.) This CSOSA letter is a formal request to DMV to issue a Non-Driver's Identification Card to you.
3. On the date given to you by the CSO, you must pick up your letter from CSOSA's Data Management Group located at 300 Indiana Avenue, N.W., in Room 2149, between the hours of 8:30 a.m. and 5:00 p.m. The letter will include information needed by DMV to process the request and will include a copy of your photo on file with CSOSA.
4. At the same time you pick up your CSOSA letter, you will complete DMV's Non-Driver's Identification Card application form.
5. You must take the CSOSA letter, the DMV Non-Driver's Identification Card application form, a copy of your Social Security Card and/or birth certificate (if possible), and \$20.00 to pay for the processing fee to the **DMV Service Center located at 301 C Street, N.W., in Room 1157** (or any participating DMV Service Center). The DMV staff will direct you further through the completion of the process.
6. You must pay the \$20.00 fee required by DMV when you submit your application form in order to process your Non-Driver's Identification Card application.

Note: If you owe outstanding child support payments, this will not prohibit you from applying for your Non-Driver's Identification Card. You will **not** be required to pay any outstanding parking and traffic tickets before you can receive your Non-Driver's Identification Card. You **do** remain responsible for satisfying payment of any outstanding dishonored checks made payable to the D.C. Treasurer. If you have more than one Social Security Number, or if the Social Security Number in CSOSA's file and provided in the CSOSA Verification Letter to the DMV does not match the Social Security Number the DMV has in its Social Security Administration database, the DMV may reject your application for the Non-Driver's Identification Card. You may be given an opportunity to clear up the matter.

If you have any questions about these procedures, contact your CSO directly.

APPENDIX C

SAMPLE CSOSA VERIFICATION LETTER

**(TO BE PLACED ON CSOSA LETTERHEAD WITH ELECTRONIC CSS
ASSOCIATE DIRECTOR'S SIGNATURE AND RAISED CSOSA SEAL)**

DATE

Director
D.C. Department of Motor Vehicles
301 C Street, N.W.
Washington, DC 20001

RE: NON-DRIVER IDENTIFICATION
Offender Name: John Doe
Offender DOB: 2-2-2003
Offender SSN: 123-45-6789
Offender Address: 3850 S. Capitol St., S.E.
Washington, DC 20032
Offender height: 7'2", weight: 222 lbs, eyes: blk, hair: blk



Dear Director:

In accordance with the agreement between our respective agencies, this letter bearing an original raised seal and a photograph of the individual named above, serves as a request from the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) for your assistance in obtaining a non-driver's ID for the above referenced individual, an offender who is under the supervision of CSOSA.

We are confirming that the offender's date of birth, Social Security Number, and physical description information that appear above are consistent with the information in our supervision records. The home addresses of offenders under CSOSA's supervision are routinely verified as part of CSOSA's supervision responsibilities. Accordingly, the address that appears above is to the best of our knowledge current and correct for this individual.

If for any reason this documentation is insufficient or any other factor precludes you from issuing a non-driver's ID to the named and pictured individual, please advise CSOSA of this fact by placing a large "X" across this document and returning the original document with photograph and raised seal to the Data Management Group, Room 2149, 300 Indiana Avenue, N.W. Should you have any questions, please contact *Jane Doe* at 585-7395.

Sincerely,

Thomas H. Williams
Associate Director
Community Supervision Services